

### **NOTICE OF VACANCY**

Mahoning County Prosecutor's Office  
21 W. Boardman Street, Sixth Floor  
Youngstown, OH 44503  
330-740-2230

Position Title: Full-time Paralegal position

Paralegals are classified civil service positions. Full-time employees are eligible for a comprehensive benefits package including medical insurance, benefit leave and paid holidays, and retirement benefits through the Ohio Public Employees Retirement System.

Building/Location: Mahoning County Area Courts

Salary: Paralegal 1 is \$21.18-\$29.66/hr., Paralegal 2 is \$22.67-\$31.73/hr.

Date Issued: October 16, 2023

#### **Filing Deadline**

Please send by mail or email: (1) MCPO Employment Application (download at <https://prosecutor.mahoningcountyoh.gov/wp-content/uploads/2023/04/MCPO-Employment-Application-fillable-form.pdf>); (2) Resume; and (3) Cover Letter to: Mahoning County Prosecuting Attorney, 21 W. Boardman Street, 6<sup>th</sup> Floor, Youngstown, OH 44503, or via email at [prosecutor@mahoningcountyoh.gov](mailto:prosecutor@mahoningcountyoh.gov). Resumes will be accepted until the position is filled.

#### **Responsibilities:**

Duties and responsibilities for the position include, but are not limited to: prepares and maintains legal files (both paper & electronic); organizes and files documents; prepares, types, enters, proofreads and processes legal and administrative correspondence and documents; communicates with witnesses, opposing counsel, courts, law enforcement agencies, and the general public; receives and screens visitors and telephone calls; inputs, retrieves, updates and deletes information using computerized databases; verifies information for accuracy and completeness; assists with projects for supervisors and/or assistant prosecuting attorneys, which includes the creation of spreadsheets, memos, and/or power point presentations; assists assistant prosecuting attorneys in trial preparation; and performs all other duties assigned, delegated or required of a paralegal.

#### **Qualifications:**

Requirements for the position include: Bachelor's degree in criminal justice or other applicable field of study or Associate's degree in paralegal studies and one to three years of experience including secretarial/technical work, preferable in a law office, or an equivalent combination of education, training, and experience; good communication and interpersonal skills, strong sense of professional behavior, strong work ethic, and impeccable integrity. Individuals must also be able to pass a criminal background check through the Ohio Bureau of Criminal Investigation & Identification and the Federal Bureau of Investigation.

Applicant must be proficient in computer and word processing skills that include, but are not limited to: Microsoft Office (Word, Excel, Power Point, Publisher), and Adobe Acrobat. Prior experience with MatrixProsecutor and Westlaw is preferred, but not required. Applicants must have a valid driver's license, as this position requires frequent travel between the county courts. This position will also require working some evening hours based on the courts' schedules.

The Mahoning County Prosecuting Attorney's Office is an Equal Opportunity Employer.